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**From:** Birchfield, Norman [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C910F2FD28414E819B6AFE6DDA525E9F-BIRCHFIELD, NORMAN]  
**Sent:** 8/20/2015 4:22:41 PM  
**To:** Foster, Stiven [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=43d242767f304355ad415ec856988213-sfoste02]; OBrien, Wendy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2020a8faf1c74dd79d485ed482020372-OBrien, Wendy]; Gibbons, Catherine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2ac775a35a0945718edc7e02f50e6c12-Gibbons, Catherine]; Glenn, Barbara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a2dc9210d2d4d02a623b33f87f49436-Glenn, Barbara]; Cooper, Glinda [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=72c2e0a2283f42cc8f8cf3b22387505e-Cooper, Glinda]; Fritz, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f8d42341bd2241598226069f9623074a-Fritz, Jason]; Cogliano, Vincent [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=51f2736376ac4d32bad2fe7cfef2886b-Cogliano, Vincent]; Jones, Samantha [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=eac77fe3b20c4667b8c534c90c15a830-Jones, Samantha]; D'Amico, Louis [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=78a91f83c4414910be286efe02004dbc-D'Amico, Louis J.]; Lehmann, Geniece [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=949a2f9c9f9f484581c3d00b118193e6-Lehmann, Geniece]  
**CC:** Ross, Mary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=98359cd1f66f46ec91d327e99a3c6909-Ross, Mary]; Watson, Yvonne [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4d9ce511f9354a06a26e2dfaceeb7a368-ywatson]; DeSantis, Joe [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=30160bc68b8b4edeac5231779e78e53c-DeSantis, Joe]; Brown, Janice [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=edb28a398e2a4a0eac181b08d5028ac8-Brown, Janice]; Gonzalez, Robert [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=eb12a54e0a3942108180eee83c47c3cc-Gonzalez, R]; Perovich, Gina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e3c19d7f4db41bfa2477aa27ad83945-Perovich, Gina]; Flowers, Lynn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1a4411c874d041b9a8badfc32b91bd70-Flowers, Lynn]  
**Subject:** Lean IRIS draft development info and materials  
**Attachments:** 0. Leaning IRIS info and agenda.docx; 1. Charter for IRIS Draft process Leaning effort 8-17-15.doc; 2. Step-by-Step IRIS process.doc; 3. Overview IRIS Handbook Sys Review.docx; 4. IRIS Program Analysis (Updated).docx; Annie J. Comments.docx; Catherine G. Comments.docx; George W. IRIS 2008 SOPs NCEA-RTP comments2.doc; George W. IRIS 2008 SOPs NCEA-RTP Overview.docx; John W. Comments.docx; John W. Form-Chemical Scoping Questionnaire 6-27-13.docx; Keith S. Comments.docx; Samantha IRIS\_Focused checklist\_03-30-09.doc; Samantha Materials to Prepare in IRIS Step by Step Process\_8-12-15.docx; Samantha STANDARD OPERATING PROCEDURES for clearance 5-20-13 v2 (2).docx; Samantha Suggestions for operating under the 5-21-09 IRIS Process\_v2 (2).doc

Hi IRIS Lean Team!

It is almost time for our Lean event so I wanted to give you some information on what will be happening next week.

**Where:** Our meeting will be in PYN4120 (big conference room attached to the suite near the elevator bay on the train tracks side of the building)

**When:** We will start at 8:30 am Monday morning

**What:** On Monday morning we will start with a Lean training by our facilitator Fred Shamburg. People outside the Lean team may attend this training. A proposed agenda for the week is in the attached "***Leaning IRIS info and agenda***" document.

**Background material:** We have collected some materials that may be helpful in our work. We also received several very helpful suggestions and comments from those who work on IRIS assessments that may also be useful. I'm attaching all of this input in electronic form but we will have hardcopies of all the Lean materials for you here on Monday.

**Questions?:** If you have any questions please give me a call or email.

Desk: 703-347-0174

Mobile: Personal Phone / Ex. 6

Thanks for agreeing to work on this team!

Norm

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